



APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

☐ Change of Ownership ☒ Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 1000 St. Stephen's Road, Alexandria, Virginia

TAX MAP REFERENCE: 040.00-02-17 **ZONE:** R-8, R-12

APPLICANT

Name: Church Schools in the Diocese of Virginia St. Stephen's & St. Agnes School

Address: 1000 St. Stephen's Road, Alexandria, Virginia 22304

PROPERTY OWNER

Name: Church Schools in the Diocese of Virginia c/o St. Stephen's & St. Agnes School

Address: 1000 St. Stephen's Road, Alexandria, Virginia 22304

SITE USE: Private School

Business Name: St. Stephens & St. Agnes School **Current:** School **Proposed (if changing):** N/A

☒ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

☒ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Duncan W. Blair, Esquire

Print Name of Applicant or Agent

524 King Street

Mailing/Street Address

Alexandria, VA 22314

City and State Zip Code

Duncan W. Blair

Signature

703-836-1000 703-549-3335

Telephone # Fax #

dblair@landcarroll.com

Email address

December 16, 2016

Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: _____

Fee Paid: \$ _____

Legal advertisement: _____

ACTION - PLANNING COMMISSION _____

ACTION - CITY COUNCIL: _____

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1. Please describe prior special use permit approval for the subject use.

Most recent Special Use Permit # DSUP #2000-0049

Date approved: 02 / 24 / 2001
month day year

Name of applicant on most recent special use permit Church Schools of the Diocese of Virginia

Use Private School

2. Describe below the nature of the *existing* operation *in detail* so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

See attached information regarding The St. Stephe's & St. Agnes Upper School campus. Additional information can be found at www.sssas.org.

1. *What is the main purpose of the study?*
 2. *What are the research objectives?*
 3. *What is the research methodology?*
 4. *What are the findings of the study?*
 5. *What are the conclusions of the study?*
 6. *What are the limitations of the study?*
 7. *What are the implications of the study?*
 8. *What are the future research directions?*
 9. *What are the contributions of the study?*
 10. *What are the key words of the study?*

3. Describe any proposed changes to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

The Applicant is requesting an administrative amendment to amend DSUP #2000-0049,

Condition 3, to increase the permitted enrollment by twenty-percent from 450 students to 480

students pursuant to Section 11-513 of the Alexandria Zoning Ordinance 1992, as

amended.

4. Is the use currently open for business? ☒ Yes ☐ No

If the use is closed, provide the date closed.

____ / ____ / ____
month day year

5. Describe any proposed changes to the conditions of the special use permit:

DSUP #2000-0049, Condition 3, to increase enrollment from 450 to 480 students.

6. Are the hours of operation proposed to change? ☐ Yes ☒ No

If yes, list the current hours and proposed hours:

Current Hours:

Proposed Hours:

7. Will the number of employees remain the same? ☒ Yes ☐ No

If no, list the current number of employees and the proposed number.

Current Number of Employees:

Proposed Number of Employees:

8. Will there be any renovations or new equipment for the business? ____ Yes ☒ No

If yes, describe the type of renovations and/or list any new equipment proposed.

9. Are you proposing changes in the sales or service of alcoholic beverages? ____ Yes ☒ No

If yes, describe proposed changes:

2014-00103

10. Is off-street parking provided for your employees? ☒ Yes ☐ No

If yes, how many spaces, and where are they located?

228 adjacent to the school and auditorium.

- 11. Is off-street parking provided for your customers?** ☒ Yes ☐ No

If yes, how many spaces, and where are they located?

228 adjacent to the school and auditorium.

12. Is there a proposed increase in the number of seats or patrons served? ☒ Yes ☐ No

If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:

450 students

Proposed:

480 students

- 13. Are physical changes to the structure or interior space requested?** ☐ Yes ☒ No

If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. Is there a proposed increase in the building area devoted to the business? ☐ Yes ☒ No

If yes, describe the existing amount of building area and the proposed amount of building area.

Current:

Proposed:

- 15. The applicant is the** (check one) ☒ Property owner ☐ Lessee

☐ other, please describe: _____

- 16. The applicant is the** (check one) ☒ **Current business owner** ☐ **Prospective business owner**

☐ other, please describe: _____

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:

Church Schools in the Diocese of Virginia, is a Virginia nonstock corporation controlled by the
Protestant Episcopal Church in the Diocese of Virginia, 110 West Franklin Street, Richmond,
Virginia. St. Stephen's & St. Agnes School is owned and operated by Church Schools in the
Diocese of Virginia.

FOR YOUR INFORMATION

Special Use Permits Eligible for Administrative Approval

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

Special Use Permit for Change of Ownership

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will continue to comply with the special use permit conditions.

Special Use Permit for Minor Amendment

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

Approval Process

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council members. If the Director determines that the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.



ST. STEPHEN'S & ST. AGNES SCHOOL

JK-12 coed Episcopal day school in Alexandria, VA

WELCOME



Kirsten Prettyman Adams
Head of School

Welcome to the St. Stephen's & St. Agnes School website—an invaluable communication tool for our school community! Whether you are a prospective family considering a St. Stephen's & St. Agnes education, an interested faculty or staff member exploring what it's like to be part of the Saints community, a current family looking for the latest events at our school, or an alumna or alumnus looking to reconnect with classmates, we hope you will enjoy all of the information the website has to offer.

Scrolling through these pages you will find everything from our rich history to our challenging academic curriculum, from upcoming drama performances to the most recent game scores. We invite you to explore our strengths as an independent school and our commitment to the mission that guides our school. Through the pictures and stories within this site, you will discover that it is our dedication to educating the whole child in mind, body, and spirit in a caring community that defines who we are.

Whether online or on campus, we encourage you to visit St. Stephen's & St. Agnes School often.

WHO WE ARE

St. Stephen's & St. Agnes School is a college preparatory Episcopal Church School in the Diocese of Virginia that educates boys and girls from junior kindergarten through grade 12. St. Stephen's & St. Agnes School serves students from across Northern Virginia, Maryland, and Washington, D.C. Currently enrolled students hail from Alexandria, Arlington, McLean, Falls Church, Fairfax County, Prince George's County, and Washington, D.C. The School consists of three distinct campuses, each uniquely tailored to meet the needs of the students within. The Lower School, grades JK-5, is located on Fontaine Street; the Middle School, 6-8, is located on Braddock Road; the Upper School, 9-12, is located on St. Stephen's Road.

OUR MISSION

To help our students succeed in a complex and changing world, we seek to inspire a passion for learning, an enthusiasm for athletic and artistic endeavor, a striving for excellence, a celebration of diversity, and a commitment to service.

Our mission is to pursue goodness as well as knowledge and to honor the unique value of each of our members as a child of God in a caring community.

BOARD OF GOVERNORS

The St. Stephen's & St. Agnes School Board of Governors is composed of 25 dedicated men and women: 21 elected members, two non-voting ex-officio members, and two non-voting representatives from the Association of Parents and Teachers and the Alumni Association. The group includes alumni, current parents, and parents of alumni who bring rich and diverse backgrounds, perspectives, and professional skills to the Board of Governors. Currently they work in law, finance, business, government, security, sports management, development and construction, public relations, teaching, and ministry.

The board sets policy and focuses on long range and strategic issues while promoting the school's mission and vision. The board accepts accountability for both financial stability and the financial future of the institution, engaging in strategic financial planning, overseeing operating budgets, and participating actively in fundraising.

SSSAS is one of six Episcopal schools in the Diocese of Virginia, and thus follows the general qualifications established by the Church Schools' Bylaws when electing new members. The SSSAS Board, however, does determine its own criteria for membership. Each year in the spring, Board members are nominated for a first or second three-year term. Upon election, the Chair of the Board of Trustees of Church Schools, with the approval of the Bishop of Virginia, formally appoints the members.

In 1990, the Board of Governors adopted the school's first and current mission statement, which clearly delineates the school's philosophy and goals. The mission was reviewed and reaffirmed at the 1993, 1999, and 2004 Strategic Planning retreats. In 2006, the SSSAS Board of Governors, faculty, staff, administration, and community at large were proud to adopt "Living Our Mission" as the school's tag line in affirmation of their wholehearted belief in the mission that continues to guide, challenge, and inspire each member of our school.



BOARD 2016-2017

SSSAS AT A GLANCE

MEET OUR SAINTS

CONTACTS & DIRECTIONS

HISTORY

BOARD OF GOVERNORS

2016-2017

R.Philip Herget III, Chair
David L. Felsenthal, Vice Chair



ST. STEPHEN'S & ST. AGNES SCHOOL

JK-12 coed Episcopal day school in Alexandria, VA

AT A GLANCE

WHO WE ARE

St. Stephen's & St. Agnes School is a college preparatory, Episcopal day school in Alexandria, Virginia that educates 1120 boys and girls from junior kindergarten through grade 12.

WHERE WE ARE

- Located in Alexandria, Virginia
- 6 miles south of Washington, DC
- 3 campuses within a 1.5-mile radius: Lower (JK-5), Middle (6-8), Upper (9-12)

OUR FACILITIES

- Technology: 3 state-of-the-art Tech Labs, Mobile Laptop and iPad Carts, SMART Boards, 3D printers, robotics, and Upper School Foreign Language and Math Labs
- Science Labs: 11
- Art Studios: 6
- Music Studios: 6
- Upper School Chapel/Performing Arts Center, used by all divisions
- Upper School Black Box Theater
- Middle School greenhouse
- Fields: 9, including 4 state-of-the-art regulation turf fields
- Track: an Upper School outdoor six-lane, 400-meter all-weather
- Tennis Courts: 8
- Gymnasiums: 3 full-size gyms, 1 on each campus
- Wrestling: an Upper School wrestling room that converts to an indoor batting cage
- Fitness Center: an Upper School fully equipped weight and conditioning room

Learn more about the [History of St. Stephen's & St. Agnes School](#), and our [Mission](#).

HISTORY

CONTACTS & DIRECTIONS

OUR CAMPUSES

- 3 distinct, age-appropriate campuses
- Lower School: 16 Acres
- Middle School: 7 Acres
- Upper School: 35 Acres
- Proximity to Washington, D.C.: 6 Miles South
- Buildings: 13
- Classrooms: 107

OUR STUDENT BODY

- Total Enrollment: 1120
- Junior Kindergarten through Grade 12
- Lower School Campus: 373
- Middle School Campus: 297
- Upper School Campus: 450
- Coed: Yes
- Students of Color: 27%
- Grants in Aid: 21%

OUR HISTORY

- St. Agnes School Founded: 1924
- St. Stephen's School Founded: 1944
- Schools Merged: 1991
- Religious Affiliation: Episcopal

 **SUMMERTIMES**
EXTENDED DAY
EMPLOYMENT
SCHOOL STORE
PRIVACY POLICY



St. Stephen's & St. Agnes School is an independent, college-preparatory, coed, day, Episcopal Church School that educates students in junior kindergarten through grade 12. The school consists of three, age-appropriate campuses (Lower, Middle, and Upper School) in Alexandria, Virginia. SSSAS welcomes families of all faiths. We offer challenging academics, a state-of-the-art performing arts center, and championship athletics. SSSAS is regarded as one of the top private schools in the Northern Virginia and Washington, D.C. area.

OPEN SITEMAP

LOWER SCHOOL
Grades: JK-5
400 Fontaine Street
Alexandria, Virginia 22302

MIDDLE SCHOOL
Grades: 6-8
4401 West Braddock Road
Alexandria, Virginia 22304

UPPER SCHOOL
Grades: 9-12
1000 St. Stephen's Road
Alexandria, Virginia 22304